

MINISTER OF WORSHIP AND MISSIONS

Job Description

Position Title: Minister of Worship and Missions
Status: Full-Time
Supervisor: Pastor
Date: August 2009

General Description:

Assist the Pastor in leading congregational worship services on Sunday mornings and at other appropriate times. Design orders of worship, present hymns and modern praise songs, perform choir anthems, and lead in congregational praise for the purpose of celebrating the person and work of Jesus Christ. Create an atmosphere of celebration during worship services and maintain oversight of all aspects of music ministry at Wakefield Baptist Church. Finally, the Minister of Worship and Missions will be responsible for expanding the worship of God through the oversight of local and global missions through Wakefield Baptist Church.

Essential Responsibilities:

General Responsibilities

- Become a member of Wakefield Baptist and be involved in the life and work of the church; and lead family members to do the same.
- Maintain a growing relationship with Jesus by participating in activities that promote spiritual growth as well as professional development
- Submit to the leadership and direction of the Pastor
- Be an upstanding Christian example to all members of WBC in character and conduct, and maintain a positive and unifying disposition toward all church members.
- Regularly engage in personal evangelism
- Develop a list of ministry goals and objectives each year to be approved by the Pastor and then utilized during annual performance reviews.
- Communicate with other staff members and church members in a friendly and respectful manner in order to maintain a team atmosphere and a healthy working environment
- Support and encourage other ministry leaders as they conduct their duties and work alongside them when needed; participate in church wide events when they occur.
- Adhere to all membership expectations as outlined in the New Members Manual as well as adhere to all policies and procedures of Wakefield Baptist Church
- Counsel, visit, and care for church members and others as needed or as called upon to assist the Pastor and other ministry leaders
- Other duties as assigned by the Pastor

Music Responsibilities

- Plan weekly worship services under the guidance of the Pastor

- Conduct a praise band on Sunday mornings in order to present modern praise music and hymns during congregational singing each week
- Conduct choir on Sunday mornings to support congregational praise as well as to present choir anthems
- Oversee all aspects of music at WBC for adults, children, and youth
- Prepare an annual music budget
- Plan and conduct orderly rehearsals with music personnel each week
- Recruit and develop additional music personnel as needed for the choir, praise band, audio visual support, etc.
- Insure that the sanctuary, stage area, music room, resource areas, closets, sound booth, and other facilities related to the music ministry are clean, neat, and organized on a continual basis
- Continually evaluate the organization, arrangement, presentation, scheduling, and location of worship services as needed for future development and expansion of Wakefield Baptist Church and the Kingdom of God

Missions Responsibilities

- Work with the Pastor to strategize ways the people and resources of WBC can be successfully organized and utilized to further God's mission to grow His church, lead people to Jesus, and advance His Kingdom
- Recruit, train, and oversee, a Missions Committee as necessary in order to plan and implement national, international, and local mission efforts through WBC

Necessary Skills

Music Skills

- Be comfortable in leading a wide array of music including traditional and contemporary pieces to present them on Sundays with musical excellence and spiritual effectiveness
- Be able to deliver high quality and worshipful music each Sunday
- Be able to create an atmosphere of celebration and praise in which members are led to present heartfelt thanksgiving and praise to Jesus so that the Spirit of the Lord is felt among the people of God
- Know current forms of media including graphics, videos, drama, etc. for the purpose of enhancing the total worship experience at Wakefield Baptist Church
- Be able to choose songs that effectively celebrate the Gospel, the person of Jesus Christ, and His work on the cross
- Be able to easily and successfully lead a praise team to include a variety of musical instruments (guitar, bass, drums, violin, piano, etc) and singers
- Be able to develop and lead a choir to perform anthems on a regular basis

Personal Skills

- Must meet all requirements of Scripture (1 Tim 3:1-7, Titus 1:5-9, or others)
- Must be theologically conservative, evangelistic, and missional
- Must affirm the Baptist Faith and Message 2000 as well as maintain alignment with the primary doctrines embraced by Wakefield Baptist Church.
- Must conduct work with professionalism and a high degree of organizational and interpersonal skill.